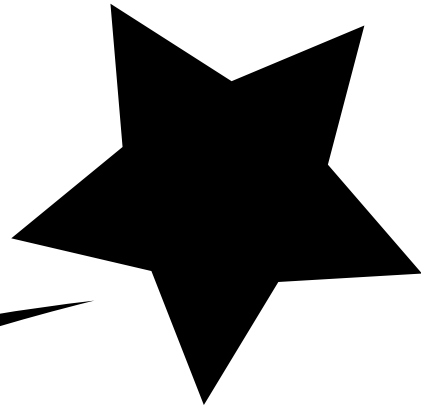


# National Environmental Achievement Track Application Form





# *National Environmental Achievement Track*

## *Application Form*

\_\_\_\_\_  
Name of facility

\_\_\_\_\_  
Name of parent company (if any)

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Street address (cont.)

\_\_\_\_\_  
City/State/Zip code

Give us information about your contact person for the  
National Environmental Achievement Track Program.

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

# Section A

*Tell us about your facility.*

## *Why do we need this information?*

EPA needs background information on your facility to evaluate your application.

## *What do you need to do?*

- Provide background information on your facility.
- Identify your environmental requirements.

**1** What do you do or make at your facility?

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**2** List the Standard Industrial Classification (SIC) code(s) or North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.

SIC

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NAICS

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**3** Does your company meet the Small Business Administration definition of a small business for your sector?

☐ Yes ☐ No

**4** How many employees (full-time equivalents) currently work at your facility?

- ☐ Fewer than 50
- ☐ 50-99
- ☐ 100-499
- ☐ 500-1,000
- ☐ More than 1,000

## Section A, continued

- 5 Does your facility have an EPA ID number(s) ?

☐ Yes ☐ No

If yes, list in the right-hand column.

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- 6 Identify the environmental requirements that apply to your facility. Use the Environmental Requirements Checklist, at the back of the instructions, as a reference. List your requirements to the right **or** enclose a completed Checklist with your application.

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- 7 Check the appropriate box in the right-hand column.

☐ I've listed the requirements above.  
☐ I've enclosed the Checklist with my application.

- 8 Optional: Is there anything else you would like to tell us about your facility?

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*Why do we need this information?*

Facilities must have an operating Environmental Management System (EMS) that meets certain requirements.

*What do you need to do?*

- Confirm that your EMS meets the Achievement Track requirements.
- Tell us if you have completed a self-assessment or have had a third-party assessment of your EMS.

# Section B

*Tell us about your EMS.*

**1** Check **yes** if your EMS meets the requirements for each element below as defined in the instructions.

*a.* Environmental policy \_\_\_\_\_ ☐ Yes

*b.* Planning \_\_\_\_\_ ☐ Yes

*c.* Implementation and operation \_\_\_\_\_ ☐ Yes

*d.* Checking and corrective action \_\_\_\_\_ ☐ Yes

*e.* Management review \_\_\_\_\_ ☐ Yes

**2** Have you completed at least one EMS cycle (plan-do-check-act)? ☐ Yes

**3** Did this cycle include both an EMS and a compliance audit? ☐ Yes

**4** Have you completed an objective self-assessment or third-party assessment of your EMS? ☐ Yes

If yes, what method of EMS assessment did you use?

☐ Self-assessment

☐ GEMI ☐ Other

☐ CEMP \_\_\_\_\_

☐ Third-party assessment

☐ ISO 14001 Certification

☐ Other \_\_\_\_\_

# Section C

## *Why do we need this information?*

Facilities must show that they are committed to improving their environmental performance. This means that you can describe past achievements and will make future commitments.

## *What do you need to do?*

Refer to the Environmental Performance Table in the instructions to answer questions 1 and 2.

*Tell us about your past achievements and future commitments.*

- 1 Describe your past achievements for at least two environmental aspects. If you need more space than is provided, attach copies of this page.

**Note to small facilities:** If you qualify as a small facility as defined in the instructions, you are required to report past achievement for at least one environmental aspect.

## **First aspect you've selected**

| What aspect have you selected?  | What was the previous level (2 years ago)? |       | What is the current level? |       |
|---|--|-------|----------------------------|-------|
|   | Quantity                                   | Units | Quantity                   | Units |
| <div>i. How is the current level an improvement over the previous level?</div> <div><hr/><hr/><hr/></div> <div>ii. How did you achieve this improvement?</div> <div><hr/><hr/><hr/></div> |  |       |                            |       |

## Section C, continued

### Second aspect you've selected

| What aspect have you selected?  | What was the previous level (2 years ago)? |       | What is the current level? |       |
|---|--|-------|----------------------------|-------|
|   | Quantity                                   | Units | Quantity                   | Units |
|   |  |       |                            |       |
| <p>i. How is the current level an improvement over the previous level?</p> <p>_____</p> <p>_____</p> <p>_____</p> |  |       |                            |       |
| <p>ii. How did you achieve this improvement?</p> <p>_____</p> <p>_____</p> <p>_____</p>                           |  |       |                            |       |

- 2 Select at least four environmental aspects (no more than two from any one category) from the Environmental Performance Table in the instructions and then tell us about your future commitments. If you need more space than is provided, attach copies of this section.

**Note to small facilities:** If you are a small facility, you are required to make commitments for at least two environmental aspects in two different categories.

### First aspect you've selected

a. What is the aspect? \_\_\_\_\_

b. Is this aspect identified as significant in your EMS?

☐ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A: Absolute value \_\_\_\_\_  
(Quantity/Units)

☐ Option B: In terms of units of production or output \_\_\_\_\_  
(Quantity/Units)

## Section C, continued

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A: Absolute value \_\_\_\_\_  
(Quantity/Units)

☐ Option B: In terms of units of production or output \_\_\_\_\_  
(Quantity/Units)

e. How will you achieve this improvement?

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### Second aspect you've selected

a. What is the aspect?

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b. Is this aspect identified as significant in your EMS?

☐ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A: Absolute value \_\_\_\_\_  
(Quantity/Units)

☐ Option B: In terms of units of production or output \_\_\_\_\_  
(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute level or in terms of units of production or output.

☐ Option A: Absolute value \_\_\_\_\_  
(Quantity/Units)

☐ Option B: In terms of units of production or output \_\_\_\_\_  
(Quantity/Units)

e. How will you achieve this improvement?

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## Section C, continued

### Third aspect you've selected

a. What is the aspect?

b. Is this aspect identified as significant in your EMS?

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute level or in terms of units of production or output.

e. How will you achieve this improvement?

☐ Yes ☐ No

☐ Option A:  
Absolute value

\_\_\_\_\_  
(Quantity/Units)

☐ Option B:  
In terms of units  
of production  
or output

\_\_\_\_\_  
(Quantity/Units)

☐ Option A:  
Absolute value

\_\_\_\_\_  
(Quantity/Units)

☐ Option B:  
In terms of units  
of production  
or output

\_\_\_\_\_  
(Quantity/Units)

### Fourth aspect you've selected

a. What is the aspect?

b. Is this aspect identified as significant in your EMS?

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute level or in terms of units of production or output.

e. How will you achieve this improvement?

☐ Yes ☐ No

☐ Option A:  
Absolute value

\_\_\_\_\_  
(Quantity/Units)

☐ Option B:  
In terms of units  
of production  
or output

\_\_\_\_\_  
(Quantity/Units)

☐ Option A:  
Absolute value

\_\_\_\_\_  
(Quantity/Units)

☐ Option B:  
In terms of units  
of production  
or output

\_\_\_\_\_  
(Quantity/Units)

# Section D

*Tell us about your public outreach and reporting.*

## *Why do we need this information?*

Facilities must demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

## *What do you need to do?*

- Describe your approach to public outreach.
- List three references who are familiar with your facility.

**1** How do you identify and respond to community concerns?

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**2** How do you inform community members of important matters that affect them?

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**3** How will you make the Achievement Track Annual Performance Report available to the public?

☐ Website www.

☐ Newspaper

☐ Open Houses

☐ Other

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## Section D, continued

- 4 Are there any ongoing citizen suits against your facility?

☐ Yes ☐ No

If yes, describe briefly in the right-hand column.

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- 5 List references below.

|  | Organization | Name | Phone number |
|--|--------------|------|--------------|
| Representative of<br>a Community/<br>Citizen Group |              |      |              |
| State/Local regulator                              |              |      |              |
| Other community/local<br>reference                 |              |      |              |

# Section E

## *Application and Participation Statement*

On behalf of \_\_\_\_\_

[my facility],

I certify that

- I have read and agree to the terms and conditions, as specified in the *National Environmental Achievement Track Program Description* and in the *Application Instructions*;
- I have personally examined and am familiar with the information contained in this Application (including, if attached, the Environmental Requirements Checklist). The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;
- My facility has an environmental management system (EMS), as defined in the Achievement Track EMS requirements, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements, in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;
- Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Achievement Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date \_\_\_\_\_

Printed Name/Title \_\_\_\_\_

Facility Name \_\_\_\_\_

Facility Street Address \_\_\_\_\_

Facility ID Numbers \_\_\_\_\_